

Town Board of the Town of Copake

RESOLUTION

Number ____ of January 14, 2021

Town Credit Card Use and Policy

WHEREAS, the Town Board finds that having a Town credit card may expedite or enable timely purchases of goods or services when such prompt action is necessary or beneficial or when other means of payment are not available or practical; and

WHEREAS, such credit card shall be subject to close controls and specific limits on its use;

Now, therefore, BE IT RESOLVED, that the Town Board of the Town of Copake authorizes the establishment and maintenance of one VISA credit card issued by the Bank of Greene County, for use solely for Town business; and

BE IT FURTHER RESOLVED, that such card shall have a credit limit of five thousand dollars (\$5,000.00); and

BE IT FURTHER RESOLVED, that the Town Supervisor is authorized, as “Business Officer” or otherwise, to execute, on behalf of the Town, documents necessary to establish such credit card with the Bank of Greene County, and the Supervisor, Town Clerk, and attorney for the Town are authorized and directed to carry out such actions as are necessary to implement the purposes of this Resolution; and

BE IT FURTHER RESOLVED, that subdivision B. of section VII (entitled “Credit Card Policy”) of the Policy Manual, governing the use and control of such Town credit card, is amended to read as follows:

- a) The credit limit on the Town credit card, established with the card issuer, shall be set by Resolution of the Town Board, and shall not be changed except by Resolution of the Town Board. Use of the credit card shall not exceed the card credit limit.
- b) In addition, neither the amount of any single transaction nor the balance on the card shall exceed two thousand five hundred dollars (\$2,500.00), except that such limits may be temporarily increased in the case of an emergency, not to exceed the card’s established credit limit, upon prior approval of a majority of the Town Board members. Such approval shall be in writing, including email, and shall not require the convening of a meeting of the Board.
- c) The card in use shall be imprinted with the name of the Town Supervisor.
- d) The single credit card shall be locked in a designated file or drawer in the office of the Town Supervisor.

- e) Every purchase or transaction using the credit card must be approved and authorized in advance by the Supervisor.
- f) Telephone or online transactions shall be executed by the Supervisor or Town Clerk.
- g) In the event it is necessary to use the card for an in-store purchase or transaction outside of the Town offices, a Town officer or employee designated by the Supervisor may be provided written authorization from the Supervisor to sign for the off-premises transaction.
- h) Expenditures using the credit card shall be subject to the same Town policies and Resolutions governing the expenditure of Town funds by check or other means, including the departmental expenditure limits permissible without prior Town Board approval.
- i) Town credit cards shall be used only in instances where purchases are unable to be timely completed through the issuance of an invoice and payment by check, which could include an online or in-store transaction, or where the time delay in paying by check would increase the cost to the Town or cause a delay in obtaining a good or service to the detriment to the Town.
- j) In every use of the credit card, a printed, itemized receipt shall be immediately returned to the Supervisor and a copy promptly provided to the bookkeeper.
- k) The bookkeeper shall submit to the Town Board for approval a reconciled monthly credit card statement with supporting receipts in a timely manner so as to not incur any finance charges or other penalties.

January 14, 2021

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